



City of Galesburg

Operating Under Council – Manager Government Since 1957

DATE: August, 2012
TO: Prospective Firefighter Candidates
FROM: Thomas E. Simkins, Fire Chief

The members of the Galesburg Board of Fire and Police Commissioners and I welcome each applicant interested in becoming a firefighter for the City of Galesburg.

If you do not already reside in our community, I am pleased to welcome you to this area. Galesburg has a population of approximately 32,000 citizens, large enough to offer a variety of leisure and cultural activities but small enough to retain a "hometown" atmosphere.

Galesburg is proud of our Fire Department and emergency services operations. Our city is protected by a full-time department of 49 firefighters responding out of three (3) stations: Central Fire Station at the Public Safety Building, Brooks Street Station in the southeast area of town, and Fremont Street Station in the northwest area of town.

As you may know, firefighters not only respond to preserve life and property by extinguishing fires but they also respond to calls for assistance in other hazardous and life-threatening situations. For example, members of our department are called to assist in medical emergencies due to sudden illness or physical injury and to protect the public from hazardous incidents such as those caused by severe weather, chemical spills, natural gas and utility problems, just to name a few.

The job of firefighter is a physically and mentally stressful occupation. As challenging as the responsibilities are, a firefighter is rewarded with a feeling of personal satisfaction that comes from being able to use his or her emergency skills and training to assist another person in their time of need.

The City of Galesburg is looking for firefighters who are committed to the compassionate and professional delivery of emergency medical and fire suppression services to the citizens of this community who depend on them. We are looking for men and women who are personally dedicated to doing a complex job and doing it right.



City of Galesburg

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Board of Fire and Police Commissioners

FIREFIGHTER CANDIDATE TESTING SCHEDULE

Test Date: Saturday, September 29, 2012

All candidates are required to attend the Orientation Meeting scheduled immediately prior to the Ability Test.

Candidates must bring completed application with certified copy of birth certificate and have all required signatures on waivers to the Orientation Meeting.

Candidates should dress appropriately for the physical ability test (i.e. comfortable workout clothing such as t-shirts, sweatshirts, sweats, athletic footwear).

SCHEDULE

Orientation 8:00 a.m.	Hawthorne Centre Regional Fire Training Site 2233 Veterans Drive, Galesburg
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No one arriving after 8:00 a.m. will be admitted to the testing process.

Ability Test 8:30 a.m.	Hawthorne Centre Regional Fire Training Site 2233 Veterans Drive, Galesburg
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Written Test 2:00 pm.	Public Safety Building/Galesburg City Hall Basement 150 South Broad Street, Galesburg
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Oral Interviews will be scheduled approximately two (2) weeks following written test.

Please call Carol at the Galesburg Fire Department, 309/345-3756, or e-mail her at firesec@ci.galesburg.il.us with any questions.

City of Galesburg
Board of Fire and Police Commissioners
2012 Firefighter Test
Firefighter Applicant/Candidate Information

The City of Galesburg Board of Fire and Police Commissioners conducts all testing for appointment to the Galesburg Fire Department.

About five (4) weeks prior to the test date application packets will be available on line at: www.ci.galesburg.il.us. If candidates do not have access to the internet they may pick up a hard copy packet at the reception area of the Public Safety Building. Out of town candidates who don't have internet access may call the secretary at 309-345-3756 to have a packet mailed to them.

The application packet contains: general information, application, consent forms, waivers, and job description. The application, consent forms, and waivers must be filled out completely and turned in at the orientation meeting.

A certified copy of the applicant's birth certificate is required to be submitted with his or her application at the orientation meeting.

GENERAL REQUIREMENTS

1. Citizenship/Residence
 - a. U.S. Citizenship: An applicant for appointment shall be a citizen of the United States.
2. Physical Requirements, Age
 - a. Body Structure: No minimum or maximum, but must be comparable for overall body size and structure.
 - b. Age: Applicants must be 21 years of age at the date of the written test or not more than 34 years of age at the time the final eligibility list is posted. Exception: Firefighters who have been previously employed in a full time capacity with a paid municipal department. The list posting date for the next test period is anticipated to be December 5, 2010. Age references: 65 ILCS 5/10-2.10-6 and 5/10-2.1-26
 - c. Proof of Age: Proof of birth date (*certified copy of birth certificate*) shall be submitted with the original employment application.
3. Education: High School diploma or equivalent.
4. Miscellaneous: Applicant must possess a valid driver's license, be able to safely and competently operate a motor vehicle and be able to pass a class "B" non-CDL Illinois Driver's test.

FIREFIGHTER TESTING PROCEDURES

ORIENTATION MEETING

The Fire & Police Commission holds an orientation meeting all prospective firefighter candidates are required to attend immediately prior to the physical ability test. Applicants are able to ask questions and are given more specific information on requirements for becoming a firefighter at the orientation meeting. ***Please note: No one will be admitted to the meeting or testing process after the scheduled time for orientation to begin.***

PHYSICAL ABILITY TESTING

The physical ability test will follow the orientation meeting. This test is based on minimum physical requirements taken from National Fire Protection Association Professional Firefighters Qualifications adopted by Illinois State Statute. **In order to take any portion of the physical ability test, each candidate must have the Certification of Physical Fitness form (page 5 of the application packet) signed by a physician.**

Candidates who have a CPAT (Candidate Physical Ability Test) card dated no earlier than September 29, 2011 will not have to participate in Sections I and II of the GFD ability test but will have to successfully complete Section III, the ladder climb.

The physical ability test places the prospective firefighter in simulated fire conditions and tasks are representative of basic fire and rescue related duties. The physical ability test is pass/fail. Applicants who successfully complete all stations and sections will be allowed to continue in the testing process.

The GFD ability test includes:

Section I Note: All Section I tasks must be completed in a cumulative total time of less than 4 minutes 55 seconds.

1. Carrying a 50 foot section of 2½-inch rolled fire hose to the fourth (4th) floor of the burn tower;
2. Pulling a 50 foot rolled section of 2½-inch fire hose attached to ½-inch utility rope to the fourth (4th) floor of the burn tower;
3. Using a 9 lb. dead-blow hammer to drive a length of railroad tie a distance of five (5) feet;
4. Advancing (walking) a 100 foot length of charged 1¾-inch hose a distance of 75 feet; and
5. Lifting the 100+ lb. dummy under the arms and dragging it backwards a distance of 100 feet.

Section II

6. A timed 1.5 mile run/walk (ages 21-19 under 13:46 minutes; ages 30-34 under 14:31 minutes)

Section III

7. Climb a 60 foot aerial ladder and descend same in two (2) minutes or less.

WRITTEN TEST

The written test will follow the ability test. Test forms are obtained by the Commission from an independent testing center and contain sections on general aptitude, reading comprehension, and basic fire safety questions. A passing grade on the written test will be at or above the median score for all applicants participating in the test.

ORAL INTERVIEW

Oral interviews will be scheduled for those who successfully complete the written test approximately two (2) weeks after that test is administered.

FIREFIGHTER HIRING PROCEDURES

ELIGIBILITY LISTS

A *Preliminary Eligibility List* of candidates is established listing those who have successfully completed written and oral interview testing.

Ranking points on the eligibility list is determined by adding 2/3 of the written test score and 1/3 of the oral interview score. Candidates are notified in writing of their option to exercise the use of military, education, or experience points prior to the release of the *Final Firefighter Eligibility List*. Additional points may be added to an applicant's preliminary score if he or she has met specified military service, medical training certification, educational levels, or previous paid/career firefighting experience requirements. Preference points are not cumulative; points will not be granted in multiple categories.

Once the Final Firefighter Eligibility list is established it is in effect for two (2) years and all hiring is done from that list until it expires. If all candidates are used off a list before the two-year period is up, testing will be conducted again and a new list will be developed.

FILLING A FIREFIGHTER VACANCY

When a vacancy occurs on the department, the candidate in the top spot (according to score) is contacted to determine if he or she is interested in pursuing the opening. The Galesburg Police Department Investigation Division conducts an extensive background check on the individual. The background investigation includes contacting references, former employers, a fingerprint study, a psychological profile, and polygraph test. Upon successful completion of the background check, a comprehensive City Employment Physical is scheduled for the candidate. Upon successful completion of all components of the pre-employment screening process, the candidate is offered a position. If he or she accepts, the candidate is appointed as a probationary firefighter for a period of one (1) year.

PROBATIONARY PERIOD REQUIREMENTS

The probationary firefighter will be sent to a six (6) week State Certified Firefighter II school at the department's expense as early as possible in their probationary year. If the firefighter is not already an EMT, he or she will also be enrolled in an EMT course during the probationary year. The firefighter must successfully complete the Firefighter Basic Academy (Firefighter Basic Certification through volunteer fire departments does not satisfy this requirement), pass tests in Certified Firefighter subject categories, become a certified EMT-BD and receive a satisfactory employee evaluation at the end of their probationary year to be appointed a certified member of the Galesburg Fire Department.

GALESBURG FIRE DEPARTMENT

Wages and Benefits

2012 Firefighter Candidate Information

SALARY

Effective January 1, 2012, the starting bi-weekly salary for a probationary firefighter is \$1,616.19; \$42,020 annually. The pay scale contains six (6) steps, "A" (starting salary, above) and five (5) 5% steps, "B" through "F". Upon successful completion of a firefighter's first year the employee progresses from the "A" step to the "B" step. Each year thereafter, on anniversary date, the employee moves one step higher until they reach Step "E". A firefighter will attain step "F" only if he or she completes 30 hours of approved fire service related college credit courses. If a firefighter completes the requirements for an Associate Degree in Fire Science (60 approved college credit hours) he or she will receive an additional 5% on top of Step "F".

The City of Galesburg provides an educational incentive program to reimburse employees up to \$100 every six months for tuition and book expenses for approved junior college courses successfully completed toward either of the two (2) educational incentive levels – Certificate or Associate Degree in Fire Science.

Additionally, upon completion of five (5) years of service with the City a firefighter will receive 2% longevity pay computed on base salary. Additional 2% increments are earned at 10, 15, and 20 years of service for a maximum of 8% longevity.

Individual deferred income pension plans are also offered.

HEALTH AND DENTAL INSURANCE

Health and dental insurance is provided for the employee at a minimal cost. If the employee wishes to obtain insurance coverage for family members, the City pays a portion of that premium and the employee pays the balance. A section 125 (income tax deferred) plan is available for health insurance premiums, medical expenses and childcare expenses.

WORK SCHEDULE

Firefighters work a 24-hour shift, followed by 48 hours off duty. After factoring in Kelly Days, this averages a 53-hour workweek. Unless pre-approved time off is scheduled, firefighters work weekends and holidays.

KELLY DAYS

Firefighters are scheduled for 6.75 24-hour Kelly Days (mandatory scheduled days off) per year.

CONSOLIDATED TIME OFF (CTO)

New firefighters shall accrue 9.48 hours of Consolidated Time Off bi-weekly for an annual total of 248 hours.

SICK LEAVE

Firefighters will accrue sick leave at a rate of 6.46 hours per bi-weekly pay period.

RETIREMENT/PENSION

Firefighters (hired after January 1, 2011) who retire at age 55 with 10 or more years of creditable service will be entitled to a retirement pension at 2.5% of his or her "final average salary" for each year of service. At age 50, firefighters may retire if they have 10 or more years of creditable service, but their retirement benefit will be reduced by 0.5% for each month that the firefighter is under age 55. The maximum retirement pension for these firefighters is 75% of "final average salary." (40 ILCS 5/4-109(c); 40 ILCS 5/3-111(d))

LABOR UNION REPRESENTATION

Firefighters' Local #555 negotiates a labor contract for its members with the City of Galesburg.